

PLANNING AHEAD IS THE KEY TO ANY SUCCESSFUL JOB HUNT. HERE'S HOW JOB SERVICE NORTH DAKOTA CAN HELP:

RESOURCE CENTERS

Job Service North Dakota has resource centers containing useful tools and equipment for you to use as you search for employment. You can access local and national job listings, use computer software to develop resumes and cover letters, preview reference materials and videos on all aspects of job searching, explore college catalogs and wage and benefit data, access career exploration software and much, much more.

JOB SEARCH ASSISTANCE

Attend a Job Search Assistance workshop that covers topics such as interviewing, resume writing, filling out job applications and more.

CAREER COUNSELING

Trained employment counselors can help you explore career options. Our aptitude and interest tests help you select a field where you are likely to succeed. Ask about *Choices Software*.

WORKFORCE INVESTMENT ACT (WIA) YOUTH PROGRAMS

If you're 16-21, you may qualify for WIA programs offered by us.

If you meet eligibility requirements and are selected for the program, you may learn skills at a job site while on work experience. You will receive regular wages like other employees.

Other job related activities that may be available to you through WIA Youth Programs include:

- Summer employment opportunities directly connected to your schooling
- Job shadowing
- Internships

TIPS ON FINDING A JOB

These hints will help you organize your job search:

1. Ask your family, relatives, teachers and friends to tell you about any job possibilities.
2. Go to stores, restaurants, theaters, offices and gas stations in your neighborhood. Ask to fill out job applications.
3. Read the *Help Wanted* ads in the local newspaper. They may list possible job openings or give you ideas about jobs.
4. If you don't find a job immediately, **don't give up!**
5. Consider working for yourself — create a job. Offer to baby-sit, do computer work, yard work or wash cars. Look for unique opportunities.

ADDITIONAL RESOURCES

- *jobsnd.com*
- Newspaper Ads
- Bulletin Boards
- Help-Wanted Signs
- Yellow Pages
- Libraries
- Government Listings
- Newspaper Articles
- Direct Employer Contact
- School Placement Offices
- Television/Radio
- Employment Agencies

SUCCESSFUL INTERVIEWS

Make the best impression possible during job interviews. Your attitude and appearance are very important. Be ready to tell the employer what type of job you are looking for and why you believe you can handle it. Here are some tips:

1. Go to the interview alone. Arrive a few minutes early.
2. Be neat, wear clean clothes, and don't chew gum. Dress suitably for the kind of work you are seeking.
3. Have your social security number, proof of age, employment and school records, drivers license and references with you.
4. Be alert during the interview. Sit up straight and answer questions in a businesslike manner.

5. Think before answering questions. Be polite, accurate, and honest. Here are some questions you may be asked:
 - What work have you done?
 - How did you do it?
 - Did you use any special tools or equipment?
 - Have you done any volunteer work?
 - What courses or training have you had in school?
6. What are your hobbies or activities? Emphasize what you can do. Show interest and say you are willing to learn, rather than apologizing for what you can't do.
7. Ask questions but don't ask about the pay until you are offered a job.
8. Do not argue with the employer, try to get sympathy or complain about previous jobs.
9. If you are not hired during the interview, ask when a decision will be made. You may make a phone call later to find out the status of the job. Always be polite.
10. Thank the employer for the interview.



CONGRATULATIONS!

After you get that job, your employer needs to know that you will:

- Report to work on time. *Be dependable and reliable.*
- Ask for help or advice when you need it.
- Try your best to carry out your job duties. Be hardworking and willing to take on additional responsibilities.
- Follow instructions and be helpful.
- Don't abuse company equipment or property.
- Find out about policies and procedures.
- Cooperate with other employees. Be friendly and considerate.
- Ask for feedback and listen carefully.
- Have a sense of humor!

YOUNG WORKERS

If you are under 16, special laws may apply to you. If you are 14 or 15, you must obtain a special certificate to work. Those under 14 years of age can work as independent business persons or for family or in farm work, but not in a place of business. Contact the North Dakota Department of Labor for more information.

WHAT KIND OF JOB DO YOU WANT?

The following list includes some job possibilities:

Bookkeeper	Lifeguard
Car Washer	Office Clerk
Carryout Worker	Orderly
Cashier	Parks and Recreation Worker
Child Care Worker	Personal Care Giver
Coach	Playground Monitor
Concession Attendant	Receptionist
Construction Helper	Retail Sales
Delivery Driver	Stock Person
Farm Worker	Summer Camp Worker
Fast Food/Restaurant Worker	Telemarketer
Gas Station Attendant	Ticket Taker
Greenhouse Worker	Tourism Related
Groundskeeper	Typist
Highway Flagger	Usher
Housecleaner	Waiter/Waitress
Housekeeper	Warehouse Worker
Janitor	Window Washer
Lab Assistant	Yard worker
Library Aide	

Some of these may require training, but many employers understand that young people don't have fully developed job skills. Entry level jobs will help you gain experience.

If you don't get a job, you can still earn money or gain experience by doing odd jobs or volunteer work. Ask them if they would consider being a good reference for you. The experience plus references may increase your chances of getting the job the next time you apply!

JOB SERVICE NORTH DAKOTA OFFICE LOCATIONS

Beulah

119 E Main
Beulah ND 58523
Phone: 701-873-5607
Toll Free: 1-877-268-5437

Bismarck-Mandan

216 2nd St N
Bismarck ND 58501
Phone: 701-328-5000
Toll-Free: 1-800-247-0981

Devils Lake

301 College Dr S
Devils Lake ND 58301
Phone: 701-662-9300
Toll-Free: 1-800-247-0982

Dickinson

66 Osborn Dr
Dickinson ND 58601
Phone: 701-227-3100
Toll-Free: 1-800-247-0983

Fargo

1350 32nd St S
Fargo ND 58103
Phone: 701-239-7300
Toll-Free: 1-800-247-0985

Fort Totten

Spirit Lake Employment
& Training Building
405 2nd Ave N
Fort Totten ND 58335
Phone: 701-766-1203

Fort Yates

Job Service Building
Fort Yates ND 58538
Phone: 701-854-7463
Toll-Free: 1-800-757-6850

Grafton

927 12th St W
Grafton ND 58237
Phone: 701-352-4450
Toll-Free: 1-800-321-7416

Grand Forks

1501 28th Ave S
Grand Forks ND 58201
Phone: 701-795-3700
Toll-Free: 1-800-247-0986

Harvey

119 9th St W
Harvey ND 58341
Phone: 701-324-4552
(Open M & Tu 8:30-5:00/
Th 8:30-12:30 only)

Jamestown

429 2nd St SW
Jamestown ND 58401
Phone: 701-253-6200
Toll-Free: 1-800-247-0988

Minot

3416 N Broadway
Minot ND 58703
Phone: 701-857-7500
Toll-Free: 1-800-482-0017

New Town

Main Lanes & Cafe Building
204 Main St
New Town ND 58763
Phone: 701-627-4390

Oakes

517 Main Ave
Oakes ND 58474
Phone: 701-742-2546
(Open M through Th 8:00-
5:00/Fri 8:00-noon.)

Rolla

103 E Main Ave
Rolla ND 58367
Phone: 701-477-5631
Toll-Free: 1-877-516-0600

Valley City

250 S Central Ave
Valley City ND 58072
Phone: 701-845-8860
Toll-Free: 1-800-831-6374

Wahpeton

524 2nd Ave N
Wahpeton ND 58075
Phone: 701-671-1500
Toll-Free: 1-888-671-9229

Williston

422 1st Ave W
Williston ND 58801
Phone: 701-774-7900
Toll-Free: 1-800-247-0989



YOUNG WORKERS GUIDE TO JOBS



WORKFORCE PROGRAMS
JSND-6054 (R. 5-01)

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